



Huron Intermediate School District

www.huronisd.org

Dr. Nancy Lubeski, Superintendent

Memo

Date: August 22, 2023
To: All HISD Staff
From: Business Office
Re: Conference/Travel Instructions

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Please see the updated conference/travel instructions below.

1. Obtain verbal or written approval via email from your supervisor.
2. Enter time off request in Skyward.
3. Request a substitute if your position requires one.
4. Enter a requisition in Skyward for the registration fee, if the registration is free this step is not necessary. Attach supporting documentation including the conference flyer. *
5. Enter a requisition in Skyward for the hotel, if you do not require a hotel this step is not necessary. Attach supporting documentation including the conference flyer. *
6. Upon your return, you will enter your mileage and expense reimbursement in Skyward. If a HISD p-card was used for your expenses, these will be entered as a requisition.

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- **You may register yourself for the conference and book your own hotel room with a HISD p-card. P-cards are available in the business office if you don't have your own. If you would like the business office to register you and book your hotel, be sure to leave the "ordered" field on the requisition as "NEED". Once the requisition is approved you will be registered and/or your hotel booked.*
 - *HISD does not reimburse for gas purchases when a personal vehicle is used. Please submit a request for mileage reimbursement.*
 - *Meal allowance rates Breakfast \$15, Lunch \$15, Dinner \$30. A detailed receipt listing what was purchased must be submitted for both expense reimbursements and requisitions*
 - *HISD Tax Exempt Certificate, necessary for hotel check-in; is available on the HISD website or in the business office.*
 - *Please reference the employee handbook on HISD website under employee resources for additional information.*

Administrative Office
1299 S. Thomas Road, Suite 1
Bad Axe, MI 48413
(989) 269-6406
Fax (989) 269-9218

Huron Learning Center
1299 S. Thomas Road, Suite 2
Bad Axe, MI 48413
(989) 269-9274
Fax (989) 269-3403

Huron Area Technical Center
1160 S. Van Dyke
Bad Axe, MI 48413
(989) 269-9284
Fax (989) 269-2844

Transition House
1257 S. Thomas Road
Bad Axe, MI 48413
(989) 269-3434
Fax (989) 269-3403

It is the policy of the Huron Intermediate School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or any other legally-protected characteristic, in its programs, activities, or employment. Inquiries regarding this nondiscrimination policy should be directed to Superintendent, Huron Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, MI 48413; (989) 269-6406.